

PLANS AND PERMIT PROCEDURES FOR INTERIOR TENANT IMPROVEMENTS IN COMMERCIAL & INDUSTRIAL BUILDINGS

A. PERMITS REQUIRED

1. Building Permits are required for a change in occupancy or when any work is done to enlarge, alter, repair, improve, convert or cause the same to be done to any building within the City of Tempe.
2. Permits are required when the Electrical, Plumbing, Ventilation, Heating or Air Conditioning systems are altered or expanded.

B. PLANS REQUIRED

Submit two complete sets of drawings. (Four sets are required if there are visible exterior modifications.) Plans must be BLUE-LINE OR BLACKLINE, LEGIBLE, DIMENSIONED, drawn to SCALE and of MICROFILMABLE QUALITY. Plans must also clearly distinguish between EXISTING and NEW work. When required by the Arizona State Board of Technical Registration, plans shall be prepared and sealed by a design professional.

At a minimum, the plans for a Tenant Improvement will include the following:

1. **Title Sheet:** To scale at $1/8"$ or $1/4" = 1'$
 - a. Provide name, address and phone numbers of design professionals
 - b. Designate the codes used to design the project
 - c. Provide building size, size of tenant improvement, type of construction, occupancy classification(s), occupant load, area and height increases (if any), if a fire sprinkler system is installed and parking calculations.
2. **Site Plan:** Drawn to scale at $1" = 20'$ or $1/16" = 1'$
 - a. A site plan is generally required to determine which building in a series of buildings, which suite within a building, etc. is to be modified. Suite numbers are assigned by the Development Services Department, check official suite maps for correct number.
 - b. A complete site plan must be submitted whenever the use of the occupied area changes. Show all required parking as determined by Table 4-603E, Chapter 6, Zoning & Development Code. Show by dimension all new parking areas, driveways, maneuvering areas, ADA complying spaces, and signage.
 - c. Show all streets that adjoin the property.
 - d. Provide "North" arrow.

3. **Means of Egress Plan:** Drawn to scale at $1/8" \text{ or } 1/4" = 1'$
 - a. Detail the location, construction, size & character of all portions of the means of egress such as exit separation, common path of travel, travel distance, exit discharge, etc.
 - b. Designate the number of occupants per floor and in all rooms or spaces
4. **Floor Plan:** To scale at $1/8" \text{ or } 1/4" = 1'$
 - a. Designate all areas by use (i.e., office, foyer, etc.)
 - b. Dimension all areas, and provide area square footage.
 - c. Designate all partitions by separate symbol, i.e., new, existing to remain and existing to be removed. A separate demolition floor plan may be provided to show the extent of the demolition.
 - d. Designate the required exit system and specify correct door hardware and signs. See International Building Code (IBC) Section 1004 thru 1023 as applicable.
 - e. Provide specifications of all material to be used.
 - f. Provide a symbol legend.
5. **Details and Sections:** To scale minimum $3/8" = 1'$
 - a. Detail and specify all components of new construction, including fire ratings where required.
 - b. Provide a wall section showing the International Code Council (ICC) # of floor and ceiling fasteners, ICC # of steel studs, other materials, and lateral load bracing per IBC Section 1607.13.
 - c. Provide a reflected ceiling plan when altering existing ceiling systems or when new and/or special ceiling systems are to be installed. Provide required support of diffusers and lighting fixtures as outlined in the appropriate ICC evaluation report. Designate fire-resistive materials where required.
 - d. Provide a door schedule. Detail hardware, function, and fire ratings.
 - e. Detail all Americans With Disabilities Act Accessibility Requirements, i.e., hardware, clearances, ramps, bathrooms, etc.
6. **Electrical Plans:** Required when lighting or power circuits are to be revised or expanded.
 - a. Show service section and panel(s) by location, capacity, type and service.
 - b. Provide panel schedules for service section and all panels, existing loads and new loads, including fault current calculations for new panel(s).
 - c. Show location and circuiting of new lighting, convenience and power outlets. For lighting see ICC evaluation report for suspended ceiling systems about support of fixtures. For 1-hour ceilings, protect lighting penetrations in accordance with the ICC evaluation report for the ceiling system or an appropriate UL listed system.
 - d. Provide fire stopping details for penetrations in fire-rated construction.
7. **Plumbing Plans:** Required when water or sewer lines are altered or the system is expanded.
 - a. Provide a waste and vent isometric and indicate all pipe sizes and materials.
 - b. Provide fire stopping details for penetrations in fire-rated construction.
 - c. Provide building drain and branch plan, size, capacity or slope, and cleanout locations.

- d. Provide fixture unit count of all loads on drain lines.
 - e. Provide water demand calculations and, when applicable, water meter and service size.
 - f. When applicable, contact the City of Tempe Environmental Division at 480-350-2674 for information and size requirements for grease trap/interceptor or sand/oil interceptor.
8. **Mechanical Plans:** Required when the heating, air conditioning and ventilation systems are altered or expanded or when a new ceiling is installed. See ICC evaluation report for suspended ceiling systems concerning support of diffusers.
- a. Show location and capacity of the existing and new equipment.
 - b. Show location, size and capacity of all new ducts, diffusers, and grill systems.
 - c. Provide notes or details when fire and/or smoke dampers are required.
 - d. Provide details for screening of roof mounted equipment.
 - e. Provide outside ventilation calculations for proposed use and occupant load.
 - f. When applicable, provide make-up air calculations for ventilation systems.
 - g. Show new mechanical unit condensate drain, note size and location of discharge.
9. **Automatic Sprinkler Plans:** Required when walls are added or demolished or any other time more than ten (10) heads (ordinary hazard 155° F) are added, relocated, etc.
- a. For higher temperature heads or special AFES systems, plans are required no matter the number of heads added, relocated, etc.
 - b. Automatic sprinkler plan may be a deferred submittal.

C. PROJECT SUBMITTAL

Complete the Project Submittal Application. For the valuation, use the actual construction valuation. Construction valuation is the cost of materials and labor to complete the project.

D. PROCESSING THE APPLICATION

1. Submit the completed Project Submittal Application. Submit two (2) sets of prints of the drawings designated in Section B above. (Note: Submit four (4) sets if exterior modifications are made). Pay the required plan check fee for plan processing. (See "Over the Counter Permits" handout for criteria to determine if the project would be eligible for over the counter review.)
2. After the plans have been checked for compliance to the Building Codes and the Zoning & Development Code and any required corrections have been made and rechecked, a permit will be issued. (All corrections to plans required by the plan check shall be made on the original tracings of the plans and specifications and 2 (two) complete sets of plans with the corrected sheets are to be re-submitted to the Development Services Department for approval.)
3. No work is to be started or permitted to progress until a building permit has been obtained.